

REGISTERED CLUBS EVENT/ROOM REQUEST FORM

Club/Group: _____

Event/Activity : _____

Reoccurring Activity? Yes No IF Yes: Weekly or Monthly Listed on Event Calendar? Yes No

Date of Event/Activity: _____ Actual Begin / Ending Time of Event: _____

Time of room usage (allow for setup and cleanup time): _____

Room Requested (Circle One): Multipurpose Room (1/2), Multipurpose Room (full),
Magnolia Ballroom (1/2), Magnolia Ballroom (full), Card Room, Small Conference
Room, Craft Room, Library

Room Set-ups and Needs: (Ballroom & Multipurpose Room ONLY: # tables, type of tables, # of
chairs

Audio, Visual or Special Needs: (Must be arranged two weeks before the event): _____

Other Special Instructions: (Please attach a drawing of the desired room layout):

Club use only, circle all that apply: Full Cater NA Drink Station Cash Bar Only
Ice & Water Other

**By signing the Resident Event/Room Request Form, you are acknowledging and accepting
responsibility to follow all
Victoria Gardens Club facility rules and regulations.**

Contact Person: _____ Email Address: _____

Telephone #: _____ Cell Phone #: _____

Alternate Contact: _____ Email Address: _____

Telephone #: _____ Cell Phone #: _____

FOR LIFESTYLES USE ONLY

Date Request Received: _____ Date of Approval: _____

Notes: _____

Victoria Gardens Lifestyles Signature: _____

